

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Board of Supervisors  
**From:** Civil Service Commission  
**By:** Nancy Nittler, Personnel Director *NN*  
Allison Carlos, Principal Management Analyst *AC*  
**Date:** February 28, 2012  
**Subject:** Civil Service Commission recommendation – Housing Specialist

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**ACTION REQUESTED**

Approve actions recommended by the Civil Service Commission affecting the classification, compensation and allocation of positions regarding Community Development Resource Agency including:

1. Adoption of an Urgency Ordinance to create the classification of Housing Specialist in the classified service Grade PROF 242 (\$6434.62 - \$7821.39 monthly) and amend the Uncodified Allocation of Positions to Departments Ordinance for FY 2011-12 to add 1 position of Housing Specialist to the Community Development Resource Agency, and;
2. Approve budget revision for FY 2011-12 for the Community Development Resource Agency in the amount of \$105,100.

**BACKGROUND**

In the fall of 2011, two laws were enacted: the Dissolution Act (AB1X-26) which eliminated Redevelopment Agencies and the Alternative Redevelopment Program Act (AB1X-27), which provided an alternative payment program to avoid dissolution of the Redevelopment Agencies. Subsequently, on December 29, 2011 the California Supreme Court upheld the Dissolution Act, and found the alternative program unconstitutional, thereby dissolving Redevelopment Agencies.

Pursuant to the Dissolution Act, on January 24, 2012, your Board elected to serve as the Successor Agency with responsibility for winding down current Redevelopment projects and activities. Your Board also elected to retain the Housing functions of the former Redevelopment Agency which is recommended to eventually reside in the Community Development Resource Agency (CDRA).

**DISCUSSION/BASIS FOR RECOMMENDATION**

Given your Board's decision to retain the former Redevelopment Agency Housing functions and, at the request of the County Executive Office, the Personnel Department created a new classification of Housing Specialist to be placed in the classified service.

In its recommendation to approve the Housing Specialist classification, the Civil Service Commission took into account that, currently, there is no existing classification which fully captures the entire scope of work that this position will be performing. While the housing functions associated with redevelopment were performed by the Redevelopment Agency, the work described in the proposed classification is not being performed in its entirety by any single position in the County.

In addition to housing associated with redevelopment, this position will also be responsible for functions associated with population and employment forecasting and land use, air quality and transportation policies affecting the County's Housing Element's programs, and the analysis of housing legislation and case law affecting the County's housing programs.

The recommended salary for this new classification, which is placed at a level between the Senior Planner and the Supervising Planner classifications, takes into consideration the required minimum qualifications and the span on control which best aligns with other existing classes in the professional Planner series in CDRA.

While the Housing Specialist classification is distinct from the Planner series, it is reasonable to say the minimum requirements are somewhat related and incumbents could move into the Planner series as part of their career path and progression in the County. The highly specialized and technical duties which combine planning and financial responsibilities justify the alignment of salary above the Senior Planner level but the scope of responsibility is not the same as the Supervising Planner thus supporting placement between the two classifications.

The County Executive Office and Placer Public Employee Organization (PPEO) are in support of this request. The proposed classification specification is attached for your information.

**FISCAL IMPACT**

The requested changes will result in an increase to the Planning Division FY 2011-12 expenditure budget of \$105,100 with offsetting revenues. Future year funding will be in part contingent upon securing of grants and additional revenue sources.

## HOUSING SPECIALIST

### DEFINITION

To plan, organize, and perform difficult and complex administrative, technical, and professional duties pertaining to the production and monitoring of housing construction and the County's housing rehabilitation programs; market housing programs in targeted areas; assist with the preparation and implementation of the Placer County Housing Element, and perform related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise direct supervision over professional, clerical or technical staff.

### EXAMPLES OF ESSENTIAL DUTIES - Duties may include but are not limited to:

Inspect housing units and monitor work for compliance with the development agreement or loan.

Oversee the loan portfolio to ensure compliance with loan terms.

Monitor and report on the Housing program portfolio pursuant to the requirements of the grant, loan or State and federal regulations.

Develop and administer a County-wide grants management program.

Review all development housing proposals in the unincorporated areas of the County and recommend developer obligations and mitigation measures.

Manage escrow closings for housing loans to ensure compliance with local, State and federal regulations.

Prepare monthly, quarterly and annual financial, and monitoring reports to meet State and federal guidelines.

Inspect rehabilitation work; approve and process payment requests; prepare and process lien releases; and record documents as required.

Coordinate with the Sacramento Area Council of Governments on matters related with housing, population/employment forecasting and land use, air quality and transportation policies affecting the County's Housing Element's programs and policies.

Conduct compliance monitoring of County housing policies regarding employee housing currently required pursuant to active and proposed entitlements including developer agreements.

Identify funding sources (e.g. grants, loans) for housing projects and housing programs throughout the County.

Market Community Development Block Grants (CDBG) and other housing programs by creating and distributing fliers, placing advertisements in papers, talking to developers to promote programs and reach out to potential applicants.

Market and coordinate funding of various federal and State homebuyer and housing rehabilitation programs to ensure successful implementation.

PLACER COUNTY  
Housing Specialist (Page 3)

- Plan, organize, and direct a comprehensive integrated County affordable housing program including development, rehabilitation, and other related activities.
- Prepare, analyze and administer a program budget.
- Plan, organize, and secure public and private financing required for housing development projects.
- Interpret, analyze and explain complex financing and housing programs.
- Effectively negotiate and administer contracts and agreements.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare Requests for Proposals and Qualifications from qualified developers for affordable housing projects and review related responses from developers.
- Inspect and evaluate potential housing sites and construction activity.
- Supervise, direct, organize, prioritize and evaluate the work of others.
- Communicate effectively and persuasively in both oral and written form.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with those contacted in course of work, such as professionals in the housing and financing industries, public officials from all levels of government and the general public.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; interpret and apply laws, regulations and codes; observe performance and evaluate staff; problem-solve related issues; recall various rules, and explain and interpret policy.
- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Four (4) years of professional experience in Community Development, Economic Development, Planning, or a Housing Agency involving planning, development, financing, negotiation, and implementation and monitoring of development agreements and contracts with developers.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, economics, planning, public administration, or closely related field.

**License or Certificate:**

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

**Before the Board of Supervisors  
County of Placer, State of California**

In the matter of:

**AN URGENCY ORDINANCE AMENDING**

the un-codified Allocation of Positions to Department Ordinance increasing allocations in Community Development / Resource Agency - Planning Division appropriations AND the un-codified Classified Service Schedule of Classifications, Salary Plan and Grade Ordinance.

Ordinance No: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following **Ordinance** was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Jennifer Montgomery  
Chair, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
Ann Holman

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,  
DOES HEREBY ORDAIN AS FOLLOWS:**

That the un-codified Allocation of Positions to Department Ordinance and the un-codified Schedule of Classifications, Salary Plan and Grade Ordinance, is hereby amended as follows:

(Additions to ordinance shown in bold and underlined, deletions shown with strike-through.)

**Section 1.** That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

Community Development / Resource Agency			
	(d)	Planning	
		<b><u>Housing Specialist</u></b>	<b><u>1</u></b>

**Section 2.** That the un-codified Classified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN - APPENDIX	GRADE
<b><u>11747</u></b>	<b><u>Housing Specialist</u></b>	<b><u>PROF</u></b>	<b><u>242</u></b>

**Section 3.** This ordinance shall take effect and be in full force and effect immediately on March 10, 2012 as an urgency ordinance. Said urgency is necessary for the immediate preservation of the public peace, health, or safety, and arises due to the dissolution of the redevelopment agency and the necessity of establishing a position allocation for transferring the housing functions within required timelines.

**Section 4.** That this urgency ordinance amendment is adopted as an un-codified ordinance.

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PAS DOCUMENT NO.  
\_\_\_\_\_

**BUDGET REVISION**

**POST DATE:**

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
6	BR	210,200.00	9

Cash Transfer Required  
 Reserve Cancellation Required  
 Establish Reserve Required

2117 *by* Auditor-Controller  
*LFO* County Executive  
 Board of Supervisors

**ESTIMATED REVENUE ADJUSTMENT**

**APPROPRIATION ADJUSTMENT**

DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
06	006				992233		8780			105,100.00	06	014				992233		1002			28,400.00
											06	014				992233		1300			7,040.00
											06	014				992233		1301			2,180.00
											06	014				992233		1303			4,100.00
											06	014				992233		1310			5,000.00
											06	014				992233		1315			100.00
											06	014				992233		2840			5,780.00
											06	014				992233		3780			52,500.00
<b>TOTAL</b>										105,100.00	<b>TOTAL</b>										105,100.00

**RECEIVED**  
 FEB 17 2012  
 COUNTY  
 EXECUTIVE OFFICE

REASON FOR REVISION: To appropriate expenditures with offsetting revenues to move the Housing function from the dissolved Redevelopment Agency to

CDRAI

Prepared by LINDA DAKMAN Ext 4681

Department Head *[Signature]*

Date: 2/16/12

Board of Supervisors \_\_\_\_\_

Page: \_\_\_\_\_

Budget Revision # \_\_\_\_\_ FOR INDIVIDUAL DEPT USE

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